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# Workplace Health and Safety

## Establishing and Maintaining a WHS system

Organisation's commitment

A visible statement of management commitment is a health and safety policy statement that is endorsed by both management and workers and distributed throughout the organisation. The policy should:

* express a commitment to occupational health and safety management
* recognise the requirement for legislative compliance with the applicable State or Territory, including the duty of care
* adopt a preventative approach
* outline the responsibilities and accountabilities of all managers and workers (see below)
* outline the consultative mechanisms within the organisation
* outline the organisation’s duty of care to all workers including labour hire, contractors and sub contractors, volunteers and visitors
* recognise the hazard management approach.

WHS Role responsibilities [WKC12]

* PCBUs

The PCBU must meet its obligations, so far as is reasonably practicable, to provide a safe and healthy workplace for workers or other persons by ensuring:

* safe systems of work
* a safe work environment
* accommodation for workers, if provided,  is appropriate
* safe use of plant, structures and substances
* facilities for the welfare of workers are adequate
* notification and recording of workplace incidents
* adequate information, training, instruction and supervision is given
* compliance with the requirements under the work health and safety regulation
* effective systems are in place for monitoring the health of workers and workplace conditions.
* Workers

A worker must, while at work:

* take reasonable care for their own health and safety
* take reasonable care for the health and safety of others
* comply with any reasonable instruction by the PCBU
* cooperate with any reasonable policies and procedures of the PCBU.
* Others

A worker must, while at work:

* take reasonable care for their own health and safety
* take reasonable care for the health and safety of others
* comply with any reasonable instruction by the PCBU
* Officers

The essential elements of due diligence for an officer are interrelated and cumulative in nature. These elements require an officer:

* to acquire and keep up to date knowledge of work health and safety matters
* to gain an understanding of the operations of the business and the hazards and risks involved
* to ensure appropriate resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimised
* to ensure information regarding incidents, hazards and risks is received and the information is responded to in a timely way
* to ensure the PCBU has, and implements, processes for complying with any legal duty or obligation
* to ensure processes are verified, monitored and reviewed.

Project Leader

Administration Department is responsible for WHS project. The project leader should propose a clear plan include:

* + Project members and their duties
  + Schedule
  + Reasonable budget
  + Monitor progress
  + Regular report

## Establish and maintain participative arrangements for the management of WHS

Have a kick-off meeting about the WHS implementation project. Every worker should join the meeting. There are things to be done in the meeting.

* Commitment from senior manager
* Assign project leader
* Introducing WHS concepts to employees, ensure everybody know their responsibilities under WHS legislation.
* Reveal the project plan, project members and their responsibilities.
* Create a channel for employees when they have any question for this project
* Q&A.

The project progress must be announced to employees monthly after the kick-off meeting. Employees’ question and the answer or solution to the question should be included in the announcement.

## Establish and maintain procedures for identifying hazards, and assessing and controlling risks

1. Create hazard identification checklists [ABC14]

|  |  |  |  |
| --- | --- | --- | --- |
| **WebDev Hazard Identidication Checklists** | | | |
| **Hazard** | **Compliance** | | **Comment** |
| **YES** | **NO** |
| Passageways kept clear of obstructions |  |  |  |
| Clear of rubbish |  |  |  |
| No sharp edges on work benches |  |  |  |
| Non-slip floor covering |  |  |  |
| Floor surfaces even & in good condition |  |  |  |
| Spills cleaned up thoroughly |  |  |  |
| No electrical leads crossing walkways |  |  |  |
| Stairs and risers in good repair |  |  |  |
| Correct level of illumination for tasks |  |  |  |
| No direct or reflected glare |  |  |  |
| Light fittings clean and in good condition |  |  |  |
| Suitable ventilation supplied where required |  |  |  |
| Air conditioning system inspected, tested and maintained regularly |  |  |  |
| Local exhaust ventilation provided where required |  |  |  |
| Good ventilation |  |  |  |
| Comfortable seated position |  |  |  |
| No physical /emotional intimidation |  |  |  |
| No aggression towards staff members |  |  |  |
| No storing heavy items at high levels |  |  |  |
| Fire-fighting equipment |  |  |  |
| Checker/Date: | | |  |

1. Define the compliance condition with consultant and/or employees.
2. Check workplace for every item in the hazard identification checklists. Every hazard must be removed by matching the compliance condition. This action must be done every week to avoid new or recreated hazards.
3. Manage risks

If there is any hazard that can’t be removed. The risk of this hazard should be evaluated and take action to minimize the risk.

## Establish and maintain a quality WHS management system

The WHS management system is a set of plans, actions and procedure to systematically manage health and safe in the workplace that is actively endorsed by a committed employer to achieve. Our system has 5 key steps: [UNS13]

* Commitment
* Planning
* Implementation
* Checking
* Action

Most of the activities happened at Checking and Action step. If the action can’t solve the checked problem, the next step may go to the planning step for a plan change by project leader to solve the problem. If the solution for the problem need more budget or other help, the next step will go to the commitment step to seek the new commitment of senior manager.

Reference

[WKC12] NSW Government Work Cover, [*Work health and safety*](http://www.workcover.nsw.gov.au/newlegislation2012/Pages/default.aspx)*,* 2012

[ABC14] Australian Business Consulting and Solutions, [*Hazard identification checklists – Why aren’t they working*](http://www.australianbusiness.com.au/whs/resources/hazard-identification-checklists-%E2%80%93-why-aren%E2%80%99t-they), 2014

[UNS13] UNSW, Australia, [*Health and Safety Management System*](https://www.ohs.unsw.edu.au/hsms/index.html)*,* 2013